

Data Analyst, Financial Aid  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=235804>

Downloaded On: Jul. 17, 2024 5:46pm

Posted May 9, 2024, set to expire Sep. 8, 2024

<b>Job Title</b>	Data Analyst, Financial Aid
<b>Department</b>	Financial Aid
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	May 9, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Fiscal Services Financial Aid
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/50011">https://www.ubjobs.buffalo.edu/postings/50011</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The University at Buffalo (UB) [Financial Aid](#) department within Enrollment Management seeks to hire a **Data Analyst**. In this position, you will support operational reporting and analytic needs of the Financial Aid Office. This position reports to the Associate Director Systems and Funds Management.

### Key Duties and Responsibilities:

- Creation, management, and use of data sets utilized by the Financial Aid Office.
- Collaborate with university partners on shared initiatives and crossover data analysis.
- Create data queries within the PeopleSoft CRM to support daily processing functions.

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- Develop recommendations and collaborate with leadership to determine data needs and to execute data requests.
- Verify program logic by preparing data for trial runs and by implementing tested changes.
- Serve as the primary contact for institutional and external survey requirements related to financial aid.
- Manage multiple cyclical processes related to the preparation, awarding and reconciliation of federal, state, and institutional financial aid funds.
- Assist in the configuration, testing and maintenance of the PeopleSoft CRM used to process financial aid.
- Foster a team concept consistent with the departmental core values and expectations.
- Participate in Office of Admissions on-campus large scale recruitment events.

Work Hours: Monday – Friday 8:30 a.m. – 5:00 p.m. Evenings and weekends as needed to meet the business needs.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Financial Aid department serves a diverse constituency of patrons, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

### **About the Financial Aid Department**

The mission of the University at Buffalo's Financial Aid Office is to facilitate access to education, actively contributing to the recruitment and retention endeavors of the university. We are dedicated to fostering an inclusive environment by providing essential financial support to students. Our commitment extends to ensuring compliance with federal, state, and institutional regulations, thereby upholding the integrity and ethical standards of our financial assistance programs. Through these efforts, we aim to empower students to pursue their educational aspirations and contribute to the long-term success of our university community. For further information, please visit us at:

<https://financialaid.buffalo.edu/>

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### **About the Enrollment Management Area**

The Enrollment Management area within the Office of the Provost, consists of the 1Capen, Office of Admissions, Arthur O. Eve Educational Opportunity Program, Data Analysis and Reporting, Financial Aid, Graduate Enrollment Services, International Admissions, Summer/Winter and the Strategic Content and Marketing Team. Enrollment Management also maintains collaborative relationships with other student support areas including Athletics, The Graduate School, International Education, Information Technology, Registrar, Student Accounts, Student Life and Student Success. In conjunction with these campus partners, Enrollment Management collaborates with our schools and colleges to lead UB's enrollment management strategy. For further information, please visit us at:

<https://www.buffalo.edu/enrollmentmanagement.html>

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Minimum Qualifications**

- Bachelor's degree with 2 years of professional work experience in a higher education environment.
- Knowledge of data management concepts, tools, issues, and environments such as database application development/SQL programming, data/statistical analysis, and model development.
- Experience collecting, managing, analyzing, and reporting data using software to organize, analyze, and visualize information and communicate findings.
- Strong working knowledge of MS office applications required including Word, Excel, and PowerPoint.
- Basic knowledge of research methods.
- Exceptional interpersonal communication skills (oral and written) with a highly developed degree of tact and diplomacy exhibiting understanding, appreciation, and respect for all individuals in a

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diverse environment.

- Exceedingly well organized with effective time management skills and ability to quickly shift priorities.
- Possess high attention to detail and display accuracy in all areas of responsibility.
- Possess and display a high-level of customer service to all constituents.
- Applicants must be eligible to work within the United States in a full-time capacity without visa sponsorship. Please do not apply if you cannot satisfy this requirement.

**Preferred Qualifications**

- Higher education experience with student information systems in assessment of admissions and enrollment management.
- Working knowledge of Microsoft Access.
- Experience with a customer relationship management tool, or an admissions system (preferably Oracle PeopleSoft Campus Solutions).

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**